

## **PROCEDURE 301-10 - EMPLOYEES SERVING AS ELECTION POLL WORKERS**

### **Johnson County Residents**

Employees who are Johnson County residents and who are interested in participating in the democratic process by serving as an election poll worker at Johnson County polling locations have two options.

- Employees may use vacation, a floating holiday, merit paid time off, leave awarded as a bonus, or compensatory time and may retain the stipend paid to election workers. The time off must be scheduled in accordance with the department/agency/office's leave request procedures. Time off for this purpose should be denied only as necessary to maintain appropriate staffing levels.
- With their supervisor's approval, employees may work on Election Day as a temporary duty reassignment. This is not considered civic leave. Employees who choose this option will not be required to use accrued paid time off. Nonexempt employees will be compensated at their regular rate of pay for all hours worked for training and on Election Day, but will not receive the election worker stipend. Nonexempt employees will be eligible for overtime or compensatory time if their hours worked for the entire workweek exceed 40. The overtime costs will be assumed by the primary department/agency/office, not the Election Office.

### **Non-Johnson County Residents**

County employees who do not reside in Johnson County are not eligible to serve as election poll workers in Johnson County. To serve as an election worker outside of Johnson County, employees must use vacation, a floating holiday, merit paid time off, leave awarded as a bonus, or compensatory time and may retain the stipend paid to election workers. The time off must be scheduled in accordance with the department/agency/office's leave request procedures except that preference will be given to employees volunteering as Johnson County election workers.

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